



Example of Manager, HR Operations Job Description

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Our company is looking to fill the role of manager, HR operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for manager, HR operations

- Participate in various Operational Excellence workstreams/activities as HR Subject Matter Expert and help to drive activities to engage, enable & empower associates
- Clarify organisational needs and translate them into appropriate HR actions and solutions, by leveraging best-practices and internal/external benchmarking
- Maintain GY culture and ethics within the organization
- Drive and support business decisions and compliance
- Ensure compliance with statutory requirements and applicable laws
- Involve in internal process impacts, risk and mitigation management, not limited to Business Continuity Plan related task
- Design and administer best-in-class benefit programs to ensure market competitiveness
- Works on unusually complex and sensitive problems and provides solutions that are highly creative
- Act as a champion for key projects such as a standardized reporting, tools & methodologies, coordination of termination rounds
- Act as a key member of Global HR Operations team

Qualifications for manager, HR operations

- Working within a global project team to develop strategy for university

- Technical proficiency with Talent mapping and management systems/HR MS
- Human Resources Strategy Development and Execution
- Organization Capability and Human Capital Planning
- Excellent Coaching and Facilitating Skills